

**State of Washington
DEPARTMENT OF ENTERPRISE SERVICES
ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Submittal Date: **October 20, 2020**

SERVICES REQUIRED for Project No. 2020-750; Innovation & Technology Learning Center, Olympic College, Bremerton, WA.

The Innovation and Technology Learning Center will collocate shared-use active learning classrooms, hand-on labs, student study space that will provide contemporary, high tech learning environments for a wide range of the college's STEM programs with tutoring and support services. The 40,940 square foot building will be located in the center of campus. It will enable the college to improve recruitment and outcomes for under-served populations. The new building will improve collaboration and program delivery with local businesses and university partners. The project will carefully assess how the built environment will support veterans and under-represented groups, K-12 students, in STEM programs.

The Innovation and Technology building is expected to be supportive of STEM programs, specifically as it relates to engineering, and information technology, engineering technology and opportunities for undergraduate research. Built into this environment will be areas for student success in terms of student study zone areas, learning resources and student support areas.

The center supports Governor Inslee's 2015 STEM Education Innovation Alliance Report which recommends strategies for increasing post-secondary education attainment. The Innovation and Technology Center addresses campus-wide needs for contemporary learning environments, promoting interdisciplinary programs, collaboration and preparation of students for success in high demand occupations.

- Work with Veterans, under-represented groups and K-12 students for career and college ready coursework, particularly in boosting capacity to grant STEM degrees.
- Invest in and retain at-risk students by providing guidance and advising alongside instruction.
- Engage in career coaching and employer outreach.
- Include space for MESA – Math, Engineering and Science Achievement
- Labs and classrooms that are supportive of STEM programs (Engineering, Information Technology and undergraduate research.
- Student support areas for these programs.
- Potential area for Entrepreneurial space for collaboration with local business partners.
- Maker Space
- Creating a built environment that inspires creativity and convergent thinking in the STEM field.

Scope of Work

This Request for Qualifications is for the purpose of selecting an Architect for Predesign Services for the Innovation and Technology Learning Center located at Olympic College, Bremerton Campus.

The scope of work includes predesign services only.

The MACC budget for project is approximately \$18,000,000. This Project has been funded for Design, Documentation and Permitting. A Project Request Report (PRR) for this project was completed to confirm project scope, program and budget and is posted to DES website at <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

Project Goals:

- Flexible spaces to reflect the current and future program requirements.
- Develop an environment that encourages active learning, collaboration, research and innovation in spaces designed for collaboration and inter-program synergy.
- Coordination and Colocation of Technology and Instructional Technology Labs and Computer Areas in one space.
- Meet student needs in one location with state of the art computer labs, technology labs engineering labs and undergraduate research labs (Multipurpose labs and/or wet lab).
- Focus on Cyber Range Program, Digital Forensics, Certified Ethical Hacking, Network Engineering, labs and classrooms that support this space.
- Student Support Services in terms of faculty offices, tutoring areas, group study areas, student study areas.
- Focus on Engineering in terms of lab space, classrooms and support areas.

Submitting firms should have a strong background in multi-phased State agency construction, capital budget process, planning, life-cycle cost analysis, sustainable design, the LEED process, and in the innovative design of campus educational facilities related to classroom, laboratory and maker space collaborative teaching environments.

There will be a ZOOM teleconference **Informational Meeting** for this request on:

Tuesday, October 13, 1:00 PM

<https://des-wa.zoom.us/j/97308831841?pwd=c0FCZVRtNzdBUHluTFNIRTZWenhTQT09>

Meeting ID: 973 0883 1841

Password: 808203

For Additional Information, please contact:

David Hruska, E&AS Project Manager, 360.688.4382, david.hruska@des.wa.gov
Ariel Birtley, Interim VP Administrative Services, 360.328.3775, abirtley@olympic.edu

Selection Criteria

Firms will be selected in a two-phase process: Phase 1 - short listing firms based on submitted information and Phase 2 - oral presentations, interviews, and Diverse Business Inclusion Plans of short listed firms.

Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 400 possible points:

- Qualifications of Key Personnel (100 points);
- Relevant Experience (100 points);
- Life Cycle Cost Analysis Experience (50 points)
- Sustainable Design Experience (50 points)
- Project Approach (75) points;
- Diverse Business Inclusion Plan (Required – Not Scored);
- Geographic Proximity (25) points

Evaluation and Scoring

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel will then use the following guidelines to evaluate the submissions for each Selection Criterion, based on the weighting assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the Firms.

1. Definition of “strength” and “weakness”:

- a. The term “strength” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence and a significant strength has a considerable positive influence on the Firm’s ability to exceed the Project Goals.
- b. The term “weakness” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the Firm’s ability to exceed the Project Goals.

2. Scoring:

- a. **Excellent** (81-100 percent of points available): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. *To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.*
- b. **Good** (61-80 percent of available points): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. *To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.*

- c. **Fair** (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
- d. **Deficient** (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.
- e. **Non-Responsive:** Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.

Diverse Business Inclusion

Phase 2 Submittal Requirements (mandatory requirement, Not Scored):

- All shortlisted Firms, including diverse-owned firms, will be required to submit a Diverse Business Inclusion Plan. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals. Achievement of the goals is encouraged

Aspirational Goals:

The Governor's Office's aspirational goals for diverse business inclusion are:

10% Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

6%, Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises

5% Veteran Owned Business certified by the Washington State Department of Veterans Affairs

5% Washington Small Businesses self-identified in the Washington Electronic Business Solution (WEBS).

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

The selected consultant and all subconsultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate reporting requirements.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- The Office of Minority and Women's Business Enterprises: 866.208.1064 or 360.664.9750 or www.omwbe.wa.gov,
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or 360-999-7667 or charles.wilson@des.wa.gov

- The Department of Veterans' Affairs: 360.725.2169 or 360.725.2200 or www.dva.wa.gov or <http://www.dva.wa.gov/BusinessRegistry/Search.aspx>

Submittal Requirements

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **October 20, 2020 by 2:00 pm.**

DES will create an access point for each bidder. In order to expedite your submittal process, view and complete upload instructions prior to October 19, 2020 by 2:00 pm. Your SOQ does not need to be uploaded at the time access is given.

Please follow this link to obtain upload instructions:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf>

If you have trouble accessing the upload instructions, please contact Angeline Ernst via email: angeline.ernst@des.wa.gov

Each of the submittals should include:

- Executive Summary
- Federal form SF330 (Part II only)
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications. Also, refer to the Diverse Business Inclusion section below.
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
 - Covers, dividers, SF330, and tab sheets are not included in page count total.
 - Note, 11"x 17" fold outs can be included, but counted as two sheets.

Refer to the DES website for amendments to the published public notice and/or RFQ (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>). It is the responsibility of the interested firms to track and obtain amendments.

All submittals must be received no later than October 20, 2020, prior to 2:00 PM, (as per date/time stamped by E&AS.)

For selection process questions please contact Angeline Ernst, 360.480.1071, angeline.ernst@des.wa.gov.

For project questions please contact the Project Manager, David Hruska, Project Manager, 360.688.4382, david.hruska@des.wa.gov.

NO FAXED, OR E-MAILED COPIES WILL BE ACCEPTED.

Next Steps

Following the Phase 1 evaluation of these submittals, the consultant Selection Panel will interview top ranked short-listed firms deemed to be the most highly qualified for the required service. The ranking is based on the Selection Panel's consensus evaluation.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will tentatively be scheduled for the week of **October 29th – November 5th**. **Interviews tentatively planned via ZOOM teleconference due to COVID-19 concerns.**

Firms will be notified of the selection results no later than the second week of November, 2020.

Other Information

The state reserves the right to continue with the consultant selected or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

All submittals become the property of the State and are subject to public disclosure.